



**DEVELOPMENT SERVICES
DEPARTMENT**

276 Fourth Avenue, Chula Vista CA 91910

619-691-5021

619-691-5171 FAX

FORM 5511

**ENCROACHMENT
PERMIT
APPLICATION
PROCEDURE**

The following steps are required to complete application for an encroachment permit:

- ☐ Submit a letter which includes the following information:
 - ◆ A brief description of the proposed encroachment.
 - ◆ The reason(s) for the need to encroach.
 - ◆ An estimate of the cost of the work being done *in the right of way*, only.
 - ◆ The owner's name, mailing address, phone number and email address.
- ◆ If this is not a temporary permit, you must submit a copy of your deed, a lot book report or a title report. Since the permit is to be recorded with the County Recorder's Office, we must have a legal description of your property.
- ☐ Provide a sketch (sample below) showing the work to be done as it relates to the street right of way line, curb line, parkway, etc. Include dimensions as shown in the sample.
- ☐ The following application fee is to accompany the letter and sketch:
 - ◆ Plan Review & Inspection: \$720.00
- ☐ Traffic Control Plan required prior to issuing permit, as necessary. Fee: \$210.00 to review the plan. Plan must be done by a "C31" or an "A" licensed contractor.
- ☐ Submissions may be made at the Engineering Counter located in the Public Services Building or mailed to the Office of the City Engineer, Attention: Permits, Development Services Department, 276 Fourth Avenue, Chula Vista, CA 91910.
- ☐ If the permit is approved, the permit agreement must be signed (with notarization) by the owner(s) and submitted to this department. A recordation fee will be required for agreements that must be recorded.

Sample Sketch

